

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL12698			
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL.		5. Duty Station Orlando, FL.		6. OPM Certification No.	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code 1398	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive		14. Agency Use	
15. Classified/Graded		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		Lead Life Cycle Project Director		GS		0301		14	
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Army (DA)				c. Third Subdivision Directorate for Operations & Support (O)					
a. First Subdivision U.S. Army Materiel Command (AMC)				d. Fourth Subdivision					
b. Second Subdivision Simulation, Training & Instrumentation Command (STRICOM)				e. Fifth Subdivision					
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
a. Typed Name and Title of Immediate Supervisor David W. Manning, Director, Directorate for Ops & Support				Signature _____ Date _____					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS for Miscellaneous Administration and Program Series, GS-0301, Jan 1979, TS-34, Jul 99, (HRCD-7); USOPM AAGEG, Aug 1990, TS-98 (HRCD-7); USOPM General Schedule Leader Grade Evaluation Guide, Jun 98, (HRCD-7).					
Typed Name and Title of Official Taking Action James L. Laughlin, Colonel, GS, Chief of Staff				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature _____ Date _____				Signature _____ Date _____					
23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks Position is at full performance level. This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 -1737): Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver. Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment. BUS: 7777									
25. Description of Major Duties and Responsibilities (See Attached)									

Previous Edition Usable

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FPM Chapter 295 USAPPC V1.00

### **INTRODUCTION**

This position is located in the Operations & Support Directorate (OPS), U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a Major Subordinate Command of the Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition, fielding and sustainment of Army training devices, simulations and simulators, and the distributed interactive simulation. The mission includes cradle-to-grave life cycle acquisition and support beginning with the tech base programs and progressing through each phase of the acquisition process. The Commander centrally directs, coordinates and supports the material development, acquisitions and sustainment activities through the functional matrix organization and four project managers.

### **MAJOR DUTIES**

Serves as a Team Leader assisting the Chief, assigned Division in the management, implementation, and Integrated Logistics Support (ILS) for all assigned programs and contracts. Leads a team of Life Cycle Project Directors supporting training devices, simulators, and simulations located at CONUS and OCONUS locations.

1. Explains the program and project management goals. Assists the supervisor in coordinating positions with sponsors at TRADOC (Training and Doctrine Command), Department of Army and customers (MACOMS through unit level) and facilitates in programming decisions that affect long range courses of action of critical importance. Relays requests to an authoritative source for decisions and guidance dealing with compromises and changes in project objectives. Coaches support planning across all projects within assigned program. Observes and relays program documents developed by Life Cycle Project Directors. Leads Source Selection Evaluation efforts. Communicates overall program management guidance and policy. Provides information on technical and programmatic issues with functional elements to assure optimum product and/or services schedule, cost, scope, acquisition plan, budget, and quality. Relays the needs for the allocation of project resources to assure objectives and commitments are effectively met. Provides information on all phases of major projects to insure integration and coordination within established timeframes and maintains corporate goals and objectives, consistent with commitments and policy, as well as measurable performance criteria. Informs supervisor of periodic formal and informal program reviews and analysis briefings to compare progress with objectives and established milestones. Participates in periodic partnering sessions with Contractor and Government program personnel, and Government user customers. Supports integration of the Live, Virtual and Constructive

training requirements for the Army's Institutions, Home-Stations (HS), Combat Training Centers (CTCs) and Deployed Forces. Identifies areas where slippage is occurring and determines required corrective action to bring project in line with established schedules. Identifies needed changes in corporate emphasis during any project phase and either initiates or approves changes recommended by technical functions to maintain approved schedules and costs. Provides guidance for functional managers to facilitate the effective resolution of technical problems, conflicts, and controversial issues, insuring that project issues are quickly resolved. Team Leadership responsibilities are itemized in attached checklist.

50%

2. Provides information to the supervisor on Plan, Program and Budget input for support of projects within assigned program. Provides information to the supervisor on obligation plans, tracks execution of funds and initiates corrective actions as required. Provides information to the supervisor on data from GTORS (Global Training Operations Readiness Systems) and contract deliverables relating to short and long-range technical management, financial objectives and requirements to keep abreast of program progress and status. Relays information on technical and programmatic issues with functional elements to assure optimum product and/or services schedule, cost, scope, acquisition plan, budget and quality. Relays requests on the allocation of project resources to assure objectives and commitments are effectively met. Explains to team, all phases of major projects to insure integration and coordination within established timeframes and maintains corporate goals and objectives, consistent with commitments and policy, as well as measurable performance criteria. Communicates with the Division Chief of program progress and all instances where DOD, DA, TRADOC or AMC action is necessary to resolve a problem or correct performance. Maintains continuous surveillance of trends in any general management area/mission operation. Observes periodic formal and informal program reviews and analysis briefings to compare progress and determine the need for studies involving new support concepts or status of existing programs. Identifies areas where slippage is occurring and determines required corrective action to bring program or project in line with established schedules. Recommends needed changes in corporate emphasis during any project phase and either initiates or approves changes recommended by technical functions to maintain approved schedules and costs. Provides guidance for functional managers to facilitate the effective resolution of technical problems, conflicts and controversial issues, insuring that project issues are quickly resolved. Provides input and team leadership in the creation and maintenance of planning and programming actions for product improvement, procurement, maintenance and sustainment, replacement and relocation projections to provide a balanced, economical and effective LCCS (Life Cycle Contract Support)

program. Provides management assistance in monitoring, identifying and resolving potential or existing DOD, DA, TRADOC and AMC training device issues. Assists the supervisor in communications and interface with senior headquarters, PM's, TRADOC, DOD/DA, and industry representatives in effectively and efficiently managing future requirements.

50%

Performs other duties as assigned.

**Factor 1 - Knowledge Required by the Position - Level 1-8 - 1550 Points**

Extensive knowledge of program management, team management, to include the acquisition process, i.e., pre-contract award as well as post-contract award processes, statute and regulations. Should/Must be certified level III in Program Management.

Mastery of overall management, principles and methodology as they relate to STRICOM's mission to include comprehensive knowledge of life cycle project management, as related to STRICOM's organization, mission, objectives, and procedures; the relationship of management to other project areas such as acquisition, engineering, safety, quality, R&D, and sustainment.

Extensive knowledge of the acquisition process as it relates to LCCS of complex training systems and the procurements process associated with contracting for and fielding of Foreign Military Sales (FMS) and Non-Standard training device requirements. Knowledge and demonstrated experience in the following areas necessary to execute an omnibus LCCS contract: Basis of Issue Plans, Qualitative/Quantitative Personnel Requirements Inventory (QQPRI); Integrated Logistics Plan; Publications; Provisioning; Support Equipment; Maintenance Planning; Software/Hardware Modifications and Development; computer Resources Management Plan (CRMP); Supply Support, Logistics Support Analysis; Facilities Management; Manpower, Personnel, and Training; MANPRINT domains; Transportation; Materiel Handling; Configuration Management; Data Management; Human Factors Engineering; Production Techniques; and Planning, Programming and Budgeting Execution System. Should/Must be certified level III in Acquisition Logistics.

In-depth knowledge of equipment maintenance to include design principles for hardware and software to manage the system changes.

Expert leadership skills to plan, organize and direct work activities of a multi-disciplined team of people to achieve a common goal. Must be able to take decisive action using sound judgement and analytical abilities.

Ability to analyze statistical process control techniques, in order to apply experimental theories and new developments to the resolution of highly complex and highly sensitive problems as they relate to assigned projects. These problems may encompass very broad areas to include dispersed activities and conflicting authorities.

Ability to successfully market experimental or improved Life Cycle concepts and techniques to all levels of command including higher headquarters.

Ability to meet and deal effectively with fellow employees, supervisors, managers and executives of the Federal sector, high level officials of educational, public and private industry sectors.

**Factor 2 - Supervisory Controls - Level 2-4 - 450 Points**

As Team Leader, reports to the Chief, assigned Division, who provides broad administrative, project supervision of the position and program objectives of the Division. Works in an independent manner, as the Team Leader, to plan, design and carry out programs, projects, studies or other work. Works within the policies and objectives of STRICOM. The supported Project Directors rely on incumbent to possess and apply thorough knowledge of operational and technical principles. Incumbent is expected to use ingenuity, initiative, and resourcefulness in developing new and experimental strategies to manage direction, integration, and control of all essential program elements consistent with the acquisition plan. Work performance is reviewed in terms of overall fulfillment of program objectives or technological advancements in the accomplishment of assigned duties and responsibilities for assigned projects: milestones, funding management and execution, and adequacy of final products.

**Factor 3 - Guidelines - Level 3-4 - 450 Points**

Guidelines include Federal Acquisition Regulations, Defense Federal Acquisition Regulations, DoD Guidance, Navy Procurement Acquisition Regulations, Mil-Standards, Army Materiel Command Directives, Standard Operating Procedures, Base Orders and internal directive guidance and other similar criteria pertaining to life cycle acquisition and related specializations. These guidelines typically do not provide detailed and specific procedures, precedents, and other relevant information. The incumbent is expected to use a high degree of judgment to resolve complex problems. Required to plan/direct and execute acquisition strategies. Strategies must effectively integrate and coordinate the organization's needs for procurement, maintenance, and movement of equipment, supplies, and personnel essential to the success of the overall mission.

**Factor 4 - Complexity - Level 4-5 - 325 Points**

Assignments involve executing all elements of life cycle support for development programs and fielded systems. Integrates new and omnibus Life Cycle support operations based upon consolidation and competition and the procurement process. Provides Life Cycle support for Foreign Military Sales (FMS) and Non-Standard Training Device requirements. Changes in mission priorities, multi-year funding, the Army's vision, goals, and long term plans, require the ability to visualize results of new or revised methods, procedures or organizational structures, and other related Life Cycle processes.

Leads and participates in conferences at all levels to establish cooperative relationships, present controversial and critical observations to include recommendations, and convince others to accept proposals with which they may disagree.

**Factor 5 - Scope and Effect - Level 5-4 - 225 Points**

The purpose of this position is to lead a team of Life Cycle Project Directors in collaborating with Program/Project Offices and other organization officials to develop, implement, and monitor Life Cycle requirements for assigned projects, and; in identifying the specific requirements for funding, manpower, materials, facilities, and processes needed to achieve mission goals.

This work has a direct impact on worldwide availability of training devices, simulators and simulations to meet training requirements of the U.S. Army.

**Factor 6 - Personal Contacts &****Factor 7 - Purpose of Contacts - Level 3c - 180 Points**

Contacts are with military/civilian organization managers and support personnel involved in the program/project. Representative contacts may include senior Department of Army staff, MACOM staffs, Commanders of Combat Training Centers, Installation Commanders, Program/Project Managers, directors of major program components, and contractor representatives.

Represents the activity's Life Cycle Support function at meetings and conferences; provides Life Cycle project information to Army and civilian managers, presents status reports and projections, provides data to other planning and program/project personnel, analyzes effectiveness of the contractor's efforts and resolves differences between Life Cycle contract provisions and the contractor's product or service; and advises on such matters as financial and manpower resources as they relate to assigned project. Incumbent must defend or justify critical program decisions as appropriate.

**Factor 8 - Physical Demands - Level 8-1 - 5 Points**

The work is primarily sedentary. No special physical demands.

**Factor 9 - Work Environment - Level 9-1 - 5 Points**

Work is typically performed in an adequately lighted and climate controlled office. Travel is required.

**Checklist for Team Leader Positions**

At a minimum, Team Leaders perform all of the first seven (7) coaching, facilitating and mentoring duties and a total of fourteen (14) of the twenty (20) duties listed below:

Leadership duties in attached PD include items checked below.

X 1. Ensure that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services;

X 2. Articulate and communicate to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion;

X 3. Coach the team in the selection and application of appropriate problem solving methods and techniques, provide advice on work methods, practices and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution;

X 4. Lead the team in: identifying, distributing and balancing workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks; and ensuring that each employee has an integral role in developing the final team product;

X 5. Train or arrange for the training of team members in methods and techniques of team building and working in teams to accomplish tasks or projects, and provide or arrange for specific administrative or technical training necessary for accomplishment of individual and team tasks;

X 6. Monitor and report on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met;

X 7. Serve as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members;

X 8. Maintain program and administrative reference materials, project files and relevant background documents and make available policies, procedures and written instructions from the supervisor; maintain current knowledge to answer questions from team members on procedures, policies, directives, etc.;

X 9. Prepare reports and maintain records of work accomplishments and administrative information, as required, and coordinate the preparation, presentation and communication of work-related information to the supervisor;

X 10. Represent the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time), and



securing needed information or decisions from the supervisor on major work problems and issues that arise;

\_X\_11. Report to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs;

\_X\_12. Represent the team consensus and convey the team's findings and recommendations in meetings and dealings with other team leaders, program officials, the public and other customers on issues related to or that have an impact on the team's objectives, work products and/or tasks;

\_X\_13. Estimate and report to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensure that all team members are aware of and participate in planning for achievement of team goals and objectives;

\_X\_14. Research, learn and apply a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products;

\_X\_15. Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures);

\_X\_16. Approve emergency leave for up to three days; eight hours or less for medical appointments; and/or other types of leave as delegated by management;

\_X\_17. Resolve simple, informal complaints of employees and refer others, such as formal grievances and appeals, to the supervisor or an appropriate management official;

\_X\_18. Communicate team consensus and recommendations to the supervisor on actions affecting team and individual awards, rewards and recognition;

\_X\_19. Inform employees of available employee benefits, services and work-related activities;

\_X\_20. Intercede with the supervisor on behalf of the team to inform the supervisor of performance management issues/problems and to recommend/request related actions, such as: assignments, reassignments, promotions, tour of duty changes, peer reviews and performance appraisals.